

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L14
January 10, 1977 7:30 P.M.

- A. Call to order
- B. Roll call
- C. Communication from visitors
- D. Recommended actions
 - 1. Approval of minutes as submitted
 - 2. Personnel matters
 - 3. Approval of agreement with American Institute of Banking
 - 4. Approval of Budget Amendments
 - 5. Approval of Affirmative Action Grievance Procedures
 - 6. Other items
- E. Old Business
 - 1. Board representative to Foundation Board
 - 2. Other items
- F. New Business
 - 1. Rights & responsibilities of student trustee
 - 2. Other items
- G. President's Report
 - 1. Report from student trustee
 - 2. Spring pre-registration report
 - 3. Spring semester mailer
 - 4. Minutes of SVC committee meetings
 - 5. 1977-78 Budget planning
 - 6. Correspondence from state representatives
 - 7. Other items
- H. Time of next meeting
- I. Adjournment

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

January 10, 1977

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on January 10, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order:

Chairman Coplan called the meeting to order at 7:30 p.m. and the following members answered roll call:

Arman Gaulrapp	Lorna Keefer
Oscar Koenig	William Reigle
Robert Wolf	Ronald Coplan

Absent:

Juanita Prescott	Laura Thompson
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Minutes:

It was moved by Member Keefer and seconded by Member Reigle that the minutes of the December 20 meeting be approved as presented. Motion voted and carried.

Leave of Absence:

It was moved by Member Gaulrapp and seconded by Member Keefer that the Board of Trustees grant a leave of absence to Rosemary Johnson (Asst. Instructor LPN Program) from August 15, 1977 to August 15, 1978. Motion voted and carried.

Resignation:

It was moved by Member Wolf and seconded by Member Gaulrapp that the Board of Trustees accept with regret the resignation of Nels Anderson who for the past eight years has been in charge of the theater program at Sauk Valley College. Motion voted and carried.

Agreement with the American Institute of Banking:

It was moved by Member Wolf and seconded by Member Koenig that the Board approve the attached agreement between Sauk Valley College and the American Institute of Banking for courses to be offered in the banking certificate program. Motion voted and carried.

Budget Amendments:

It was moved by Member Gaulrapp and seconded by Member Reigle that the Board approve the attached list of budget amendments as submitted. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Reigle, Wolf and Coplan. Nays-0. Motion carried.

Affirmative Action
Grievance Procedure:

It was moved by Member Gaulrapp and seconded by Member Keefer that the Board approve the attached Affirmative Action Grievance Procedure as presented. Motion voted and carried.

Foundation Member:

It was moved by Member Reigle and seconded by Member Koenig that the Board appoint Juanita Prescott to represent the trustees (with Oscar Koenig) on the Foundation Board. Motion voted and carried.

Student Trustee Rights:

The Board discussed the attached memo from President Cole on the Rights and Responsibilities of Student Trustees.

Arrival:

Member Laura Thompson arrived at 7:55 p.m.

Chairman Coplan commented on the wording in the January 5 memorandum to the Board of Trustees from Loren Eatman and Laura Thompson, especially the word "illegal" which was used throughout the memorandum and the implications of same. Laura Thompson then gave her views and feelings on the executive session and correspondence in question.

President's Report:

Dr. Cole presented the attached enrollment figures for Spring, 1977; the spring mailer which was mailed to approximately 40,000 households throughout the district; the affirmative action and instructional standards committee meeting minutes; a memorandum on 1977-78 budget planning; copies of letters received from area representatives; an invitation from WJVM to President Cole to appear on the air to answer questions on Sauk Valley College; and reports on recommended funding obtained at the Council of President's meeting.

Adjournment:

Since there was no further business, it was moved by Member Gaulrapp and seconded by Member Reigle that the Board adjourn. The next regular meeting will be 7:30 p.m. on January 24, 1977. In a roll call vote the following was recorded: Ayes Members Gaulrapp, Keefer, Koenig, Reigle, Thompson, Wolf and Coplan. Nays-0. Motion carried. The meeting adjourned at 8:06 p.m.

Respectfully submitted:


Arman Gaulrapp, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MEMORANDUM

SVC Board of Trustees

#f-3

Mr. Dr. George E. Cole
President

RE: AGENDA ITEM #D-3 - APPROVAL OF AGREEMENT WITH
AMERICAN INSTITUTE OF BANKING

The attached recommendation and report from Dr. Williams indicates that we are preparing to enter an agreement with the American Institute of Banking.

We are currently offering two courses in the banking area of study and have requested approval from the state for the offering of a banking certificate program.

RECOMMENDATION:

The President recommends that the Board of Trustees approve the attached agreement between Sauk Valley College and the American Institute of Banking.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 27, 1976

MORANDUM

Dr. Cole

Dr. Williams

Attached you will find an agreement between Sauk Valley College and the American Institute of Banking.

As you know, we have requested approval for a banking certificate program. We are currently offering two courses in the banking area of study.

I would appreciate your taking this to the Board of Trustees at their next regularly scheduled meeting.

Thank you for your cooperation.

vld

ENC

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 23, 1976

MEMORANDUM

TO: Dr. Williams

OM: James Strickland

SUBJECT: LETTER OF UNDERSTANDING BETWEEN SAUK VALLEY STUDY GROUP (AIB)
AND SAUK VALLEY COLLEGE

Attached is a letter of understanding which outlines the area of cooperation between Sauk Valley College and the Sauk Valley study group chapter of the American Institute of Banking (AIB). This letter of understanding affirms our mutual intention to work effectively toward the achievement of quality education for the banking industry in a manner that is compatible to both the college and the AIB study group.

The Sauk Valley chapter of the AIB was formed with Mr. Thomas Setchell as chairman. Mr. Setchell has taught the Principles of Bank Operations, BUS 115, for the college this last semester and will again teach it in the Spring 1977 semester.

This letter of understanding is not a legal contract and maybe renewed annually by the study group and the college. This letter of understanding allows the college to draw upon the 70-year history in banking education of the AIB. It also allows the Sauk Valley study group to draw upon the college and teaching expertise of Sauk Valley College. It is certainly a step forward in Sauk Valley College's response to the banking community's needs in our area.

I would appreciate it if you would ask Dr. Cole to place this item on the Board agenda at its next meeting.

Thanks very much.

vld

ENC

LETTER OF UNDERSTANDING

Between

SAUK VALLEY STUDY GROUP

CHAPTER

OF THE AMERICAN INSTITUTE OF BANKING

AND

SAUK VALLEY COLLEGE

(Name of College)

To Whom It May Concern:

The Sauk Valley Study Group Chapter of the American Institute of Banking (hereinafter referred to as "the Chapter") and Sauk Valley College (hereinafter referred to as "the College") do hereby declare our intention to fully comply with the terms set forth herein for the period of one year from the effective date of this Letter. This Letter of Understanding is subject to the written approval of the Director of Education of the American Institute of Banking.

This Letter of Understanding is not a contract and therefore not legally binding in any of its conditions. The Understanding may be rescinded by either party at any time upon giving written notice to this effect. However, that party should endeavor to give notice at least equal to the remaining time of any courses in progress. Otherwise reasonable notice shall be given to protect the students' interests in the program.

There shall be no change or amendment to this understanding without the mutual consent of both parties hereto and the written approval of the Director of Education of AIB.

Upon termination of this understanding, there shall be no obligation or liability on the part of either party hereto as against the other.

The terms are as follows.

I. Course Standards

Courses offered through the College for AIB credit must meet all of the following requirements.

1. Be included in the AIB national curriculum offerings as listed in the AIB Catalog or be banking related subjects which can apply toward AIB credit under present AIB regulations.
2. For each AIB credit earned, consist of at least 15 instructional hours or the equivalent; or, in the case of required courses in the AIB certificate programs, consist of at least the number of instructional hours necessary to meet the certificate requirements. AIB credit is determined as follows:

One Credit	15 - 29 instructional hours
Two Credits	30 - 44 instructional hours
Three Credits	45 - 59 instructional hours
Four Credits	60 - 74 instructional hours

(One instructional hour = 50 minutes.)

3. Be taught by instructors who meet AIB qualifications.
4. Employ texts and/or other instructional materials recommended by AIB; or, where AIB makes no such recommendations, employ texts and/or instructional materials deemed satisfactory by both parties.
5. Demand attendance standards consistent with Chapter and College regulations.
6. Require a comprehensive final examination of all students without exception.
7. Provide a final letter grade for each AIB student according to the grading system described in the current AIB Catalog. It is understood that where the College's grading system is different from the AIB grading system, the instructor will prepare two sets of grades, one for the College and one for AIB.

II. Degree Status

In accordance with items checked below, AIB students will be apprised of the fact that credits taken through this cooperative program may apply to:

3

1. the bachelor's degree
 2. the associate degree and may be transferred toward the bachelor's degree
 3. the associate degree and may not be transferred toward the bachelor's degree
 4. no degree program.

III. Courses of Instruction

We understand that the following courses meet all the requirements stated in Section I and will be accorded credit by the College and/or AIB.

Course Number and Title	Semester Credits		
	AIB credit	College credit	Both
From the College's Curriculum			
BUS 115 Principles of Bank Operations	3	3	x
BUS 116 Negotiable Instruments and the Payments Mechanism	3	3	x
BUS 217 Money and Banking	3	3	x
BUS 218 Supervision and Personnel Administration	3	3	x
BUS 219 Credit Administration	3	3	x
ECO 211 Principles of Economics	3	3	x
AGR 218 Agricultural Credit and Financing	3	3	x
SPE 131 General Principles of Speech	3	3	x
PSY 103 Introduction to Psychology	3	3	x
BUS 112 Human Relations	3	3	x

EXAMINER SIGNATURE

(Please attach second page if space is not sufficient to list all course offered.)

We understand that other courses not listed which students take at the College and which they wish to apply for AIB credit must meet the transfer credit criteria specified in the "Educational Regulations" section of the current AIB Catalog.

IV. Class Size and Location

We will arrange that classroom facilities shall meet the specific requirements of both parties.

We further understand that the size of each class shall fall within limits acceptable to both the College and the Chapter in terms of their respective standards and requirements, bearing in mind the convenience and needs of faculty and students.

V. Students

AIB courses are designed for members of the American Institute of Banking and normally all students who attend these courses must be members of the Chapter. There is provision, however, for limited attendance by students who are not members of AIB under the following special conditions:

1. They must be matriculated students of the College.
2. They will receive credit for the course at the College, but will not receive credit toward AIB certificates.
3. Tuition for non-AIB students shall be the same as for any other course they may take at the College and for which they receive the same number of credits.
4. Any tuition payable to the Chapter for non-AIB students shall be the same as the tuition set by the Chapter for its members.
5. Retroactive credit will be granted by AIB to any non-AIB student who successfully completes a course under this association, should he eventually enter the banking industry.
6. Every effort will be made by the College and the Chapter to sustain the essential banking character of the courses so that AIB students may derive maximum benefit.

AIB students are entitled to the ordinary services and facilities usually accorded students of the College except as there may be specific limitations and restrictions as follows:

VI. Faculty

We understand that all faculty who teach AIB courses listed in Section III must satisfy AIB qualifications.

We fully intend to take all reasonable measures to obtain as faculty members those deemed qualified to teach the respective courses and to cooperate with each other to insure that standards of performance are maintained.

The evaluation, continuance, transfer or termination of any member of the regular faculty of the College can be accomplished by the College without consultation with the Chapter.

The evaluation, continuance, transfer or termination of any member of the Chapter's faculty can be accomplished by the Chapter without consultation with the College.

Each of the parties hereto shall be separately responsible for compensation of its own regular faculty. The Chapter will arrange to reimburse the College for its accepted share of faculty costs.

VII. Tuition

It is understood that tuition fees for AIB students shall be determined and collected by the Chapter.

VIII. Administrative and Other Costs

Any other administrative and supplemental costs that apply to this understanding, together with details of payment, are listed below:

The AIB Executive Council has ruled that chapters may derive benefit of subsidy awarded the Institution in those cases where AIB students are enrolled in the Institution's courses leading to AIB certificates, provided this Letter of Understanding be on file with the National Office. The Chapter may not receive remuneration derived from public funds.

IX. Review and Evaluation of this Affiliation

The Chapter and the College shall form a review team consisting of representatives of both parties for purposes of establishing effective communications between the Chapter and the College. The cooperative effect of this review team is necessary to maintain the terms and conditions of this Understanding.

This review team is of central importance in assessing the efficacy of this affiliation and developing recommendations to the Chapter and the College regarding any aspect of this or future arrangements that may be contemplated.

The review shall include an attempt to assess student reactions to the cooperative program. If it is feasible, a report will be prepared by this review team with comments and recommendations for both institutions with a copy sent to the AIB Director of Education.

X. Closing

This Letter of Understanding has been prepared by the Sauk Valley Study
Group Chapter of the American Institute of Banking and Sauk Valley
College as written indication of our mutual intention to
work effectively toward the achievement of quality education for the banking
industry under terms and conditions of affiliation compatible with both parties
and designed to enhance our respective educational programs and the essential
integrity of both the Chapter and the College. Moreover, it is expressly under-
stood that the termination of this association is without obligation or penalty
to the Chapter or the College.

Therefore, we understand that commencing August 30, 1976 and for a period of one year thereafter, this understanding shall be in effect. Recognizing the importance of our endeavor and in a spirit of cooperative effort and mutual benefit, we are pleased to enter into this association.

President Chairman

Thomas Setchell

Sauk Valley Study Group

Chapter

American Institute of Banking

(title)

(name of College)

Approved: _____, Director of Education

American Institute of Banking

Date:

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

#J-3-L

W: Dr. George E. Cole
President

RE: AGENDA ITEM #D-2b - PERSONNEL MATTERS

The attached recommendation from Dean Bunch indicates that Nels Anderson feels that "the time has come to advance into the larger professional world." You will recall that Nels Anderson requested and was granted a leave of absence for the 1976-77 academic year.

RECOMMENDATION:

The President recommends that the Board of Trustees accept the resignation of Nels Anderson with regret.

GEC/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

Dr. Cole

DM: Dean Bunch

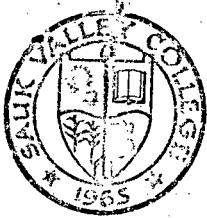
RE: Resignation of Mr. Nels Anderson

I received a copy of a letter of resignation from Mr. Nels Anderson dated January 4, 1977.

I regret that Mr. Anderson is resigning as he has done an outstanding job in the theatre program at Sauk Valley College.

I recommend that you accept his resignation with regret and, hopefully, the theatre program can be continued as he requested.

NB/af



SAUK VALLEY COLLEGE

RECEIVED JAN 4 1976

R. R. 1 Dixon, Illinois / 61021 Area 815 288-5511

January 4, 1977

Dear Dr. Cole:

For the past eight years I have enjoyed working with the Speech and Theatre faculty in developing a comprehensive community college theatre program at Sauk Valley. There is a great deal of evidence to support the contention that Sauk Valley's Theatre and Speech Department is one of the finest in the state. We are responsible for the germination of an unusually large number of speech and theatre careers in education as well as the professional world of theatre. At this writing, for example, Sauk Valley graduates are appearing professionally in Chicago and New York City. In addition, one particular Sauk Valley graduate is being considered for a major role on a nationally syndicated television show. Among our graduates in the educational facets of the discipline is one who has been responsible for developing secondary school theatre programs for culturally deprived areas of the southeast.

It has been my pleasure to be associated with this program; however, the time has come to advance into the larger professional world. Therefore, I wish to terminate my association with Sauk Valley College with the confidence that this vigorous community-oriented program will continue.

Sincerely,

F. Nels Anderson

FNA/jmb

cc: Dean Bunch

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

#P-4

cc: Dr. George E. Cole
President

RE: AGENDA ITEM #D-4 - APPROVAL OF BUDGET AMENDMENTS

The attached detailed report from Dean Edison indicates the recommended budgetary amendments for FY 77 required to comply with the results of the salary and fringe benefit adjustments made at Sauk Valley College.

RECOMMENDATION:

The President recommends that the Board of Trustees approve the attached recommended budgetary amendments for FY 77 to comply with their earlier action concerning adjustments in salaries and fringe benefits.

GEC/bg
Enc.

January 4, 1977

MEMORANDUM

TO: Board of Trustees and President Cole
FROM: Robert Edison *R. Edison*
RE: Recommended Budgetary Amendments for FY 77.

Attached herewith is the detailed salary changes that have taken place since the Tentative and Initial Budget of Sauk Valley College was approved. It represents the net effect of all personnel position changes, and salary increases which have been approved by the Board of Trustees.

Group Medical Life and Insurance is currently being estimated with the absolute cost being uncertain since the date of the various people joining the program is uncertain. It is felt that this amendment will suffice for the current fiscal year, though it should not be construed as exact at this time.

At the time the Tentative and Initial Budget was being submitted I indicated that the State of Illinois was again undergoing a very substantial change in its insurance rate structure, particularly in regard to Workmen's Compensation rates. This requested amendment takes into account rate changes based upon estimated costs and values for the current year and it is felt will suffice for the current year.

RECOMMENDATION: Board approval for the following budgetary changes.

<u>Code Number</u>	<u>Increase</u>	<u>Decrease</u>
Various Salaries per attached	\$ 80,976	
192-000-521 Group Medical & Life	36,249	
192-000-565 General Insurance	6,400	
199-000-600 Provision for Contingency		\$ 119,625

RE:fsb

December 22, 1976

MEMORANDUM

TO: **Board of Trustees and President Cole**

FROM: **Robert Edison** *Bob*

RE: **Budget Amendment for Salary Adjustments.**

	<u>Final Budget 1976-77</u>	<u>Increase or (Decrease)</u>	<u>Amended Budget 1976-77</u>
110-100-513 - Business Division	121,645	5,660	127,305
110-200-513 - Agriculture Division	31,825	750	32,575
110-300-513 - Indus. Ed. Division	80,225	5,450	85,675
110-316-511 - Human Services Division	18,037	375	18,412
110-400-513 - Social Science Division	109,425	2,375	111,800
110-418-511 - Law Enf. - Admin.	19,190	375	19,565
110-418-513 - Law Enf. - Full Time	12,550	800	13,350
110-500-513 - Humanities Division	142,775	7,850	150,625
110-511-513 - Art	14,350	850	15,200
110-512-513 - Music	28,925	1,725	30,650
110-600-513 - Math Science	130,050	7,550	137,600
110-711-513 - Med Lab	19,080	1,080	20,160
110-712-513 - ADN	64,600	1,900	66,500
110-712-516 - ADN Secretarial	6,102	354	6,456
110-713-513 - LPN	55,590	5,880	61,470
110-714-513 - Rad Tech	16,110	990	17,100
110-715-513 - Physical Education	50,775	2,925	53,700
110-800-516 - Instruc. Program - Secy.	26,312	774	27,086
110-811-511-01 - Dean, Arts & Sciences	25,000	1,000	26,000
110-811-516 - Arts & Sciences, Secy.	7,564	492	8,056
110-812-511-01 - Dean, Career Educ.	23,500	2,000	25,500
110-812-516 - Career Educ. Secy.	7,847	589	8,436
110-812-511-02 - Asst. Dean, Career Educ.	20,000	(1,000)	19,000
110-813-511 - Community Education	19,840	1,000	20,840
110-813-516 - Com. Educ. Secy.	8,640	519	9,159
110-815-513 - Academic Skills	40,550	2,475	43,025

MEMORANDUM

TO: Board of Trustees and President Cole
FROM: Robert Edison

12-22-76

Page #2

	<u>Final Budget 1976-77</u>	<u>Increase or (Decrease)</u>	<u>Amended Budget 1976-77</u>
120-000-511 - Learning Resource Ctr. Adm.	20,000	(1,000)	19,000
120-000-512 - LRC - Professional	46,835	(3,435)	43,400
120-000-516 - LRC - Secy.	20,196	952	21,148
131-000-512 - Admissions & Records	35,200	2,000	37,200
131-000-516 - Adm. & Records - Secy.	25,409	1,269	26,678
132-000-512 - Counseling & Testing Prof.	85,540	(5,900)	80,640
132-000-516 - Counseling - Secy.	6,129	460	6,589
134-000-512 - Financial Aids Professional	19,250	1,000	20,250
134-000-516 - Financial Aids Secy.	5,832	438	6,270
138-000-511 - Student Svs. - Admin.	23,800	1,000	24,800
138-000-516 - Student Svs. - Secy.	7,155	(167)	6,988
139-000-512 - Veterans Program	13,200	600	13,800
139-000-516 - Veterans - Secy.	5,300	398	5,698
171-000-517 - Maintenance	262,120	17,030	279,150
181-000-511 - President	33,000	2,000	35,000
181-000-516 - President - Secy.	9,100	900	10,000
182-000-511 - Business Ofc. - Admin.	30,000	1,200	31,200
182-000-512 - Business Ofc. - Prof.	19,500	1,000	20,500
182-000-516 - Business Ofc. - Secy.	45,725	1,800	47,525
183-000-511 - Community Relations	18,800	1,000	19,800
192-000-516 - Institutional - Secy.	6,250	400	6,650
195-000-512 - Data Processing - Prof.	45,900	2,900	48,800
195-000-516 - Data Processing - Secy.	6,007	393	6,400
	<u>1,891,755</u>	<u>80,976</u>	<u>1,972,731</u>

	<u>Increase</u>	<u>Decrease</u>
Salaries (as above)	\$80,976	
199-000-600 - Contingency		\$80,976
	<u>\$80,976</u>	<u>\$80,976</u>

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

#D-5

Mr. Dr. George E. Cole
President

RE: AGENDA ITEM #D-5 - APPROVAL OF AFFIRMATIVE ACTION
GRIEVANCE PROCEDURES

In previous meetings we have discussed the affirmative action grievance procedure. It was felt by the board attorney that it was appropriate to allow the normal waiting period before this was formally approved.

RECOMMENDATION:

The President recommends that the Board of Trustees approve the attached Sauk Valley College Affirmative Action Plan Grievance Procedures.

GEC/bg
Enc.

PROPOSED

SAUK VALLEY COLLEGE
AFFIRMATIVE ACTION PLAN
GRIEVANCE PROCEDURES

1.00 Introduction. These Procedures are adopted by the Board of Trustees of Sauk Valley College (called the "Board") as part of the Board's continuing commitment to an effective policy of non-discrimination and equal opportunity in all employee and/or student actions, without regard to race, color, religion, sex, age or national origin. These Procedures (a) provide the means of prompt and equitable hearing of employee and/or student affirmative action grievances on both an informal and formal basis; and (b) permit the college administration and the Board to become aware of situations which may require remedial action.

1.01 These Procedures are available to all employees of, applicants for employment by, students in, and applicants for admission to Sauk Valley College (collectively called "employees" and "students") except the President and the Affirmative Action Officer.

1.02 An Affirmative Action grievance (called a "grievance") is a claim by an employee or student (called the "claimant"), that an action which violates college policies of non-discrimination and equal opportunity has been, or is about to be taken with respect to the claimant.

1.03 These Procedures offer claimants the means of bringing their grievances to the attention of those persons who can take quick action to remedy any discrimination found to exist at the College. Even the formal review procedures are informal in nature--they are not intended to be court-type procedures. While employees and students are encouraged to do so, they are not required to make use of these Procedures. The right to use these Procedures is intended to supplement, not to replace, any other rights which employees and students may have.

1.04 No claimant's status as an employee or student will be adversely affected in any way because he or she utilizes these Procedures. All employees and students are advised that any retaliation or attempt to retaliate against a claimant for the use of these Procedures or against any employee or student for participating in any manner in proceedings hereunder constitutes a violation of these Procedures and may also be a violation of law.

1.05 Each employee and student shall be advised of these Procedures as they take effect or when he or she is first in interaction with Sauk Valley College. Any applicant for employee or student status is invited to bring any grievance to the attention of the Affirmative Action Officer (called the "AAO").

2.00 Informal Review of Grievances. An employee or student is encouraged to "speak up" when a problem relating to discrimination arises. The flexibility of informal discussions often results in solutions to discrimination problems more easily and quickly than do formal procedures.

2.01 An employee with a grievance should discuss the problem with his or her supervisor. A student with a grievance should discuss the problem with an instructor or counselor of his or her choice. Experience has demonstrated that problems of perceived or actual discrimination are normally best handled by informal discussions or conciliation.

2.02 If in doubt as to how to proceed, an employee or student should contact the AAO. In any event, an employee or student who believes that he or she has been discriminated against because of sex, race, color, religion, national origin or age is strongly encouraged to discuss his or her problem with the AAO before pursuing formal review procedures.

2.03 An applicant for employee or student status with a grievance should discuss the problem with the AAO.

2.04 If, during the informal review procedure, the AAO should determine that there is reasonable cause to believe that a complaint is true and that the complaint alleges a grievance as defined in these Procedures, the AAO shall recommend appropriate remedial action to the complainant's supervisor or other person authorized to take such remedial action. If the person to whom such remedial action is recommended does not take such action as soon as is practicable, the AAO, shall immediately bring the matter to the attention of the President, who may take such administrative action as he deems appropriate.

2.05 A claimant with a grievance against the AAO should contact the President for informal review. A claimant with a grievance against the President should contact the Chairman of the Board for informal review.

3.00 Formal Review of Grievances. The formal review procedures have been established for those grievances which remain unresolved three days after informal review has occurred. ("Days" refer to weekdays which are Monday through Friday, regardless of working schedule, excluding weekdays on which the College is not open for business.)

3.01 A claimant whose grievance remains unresolved three days after informal review procedures may file a charge within thirty days after the action constituting the alleged grievance occurred, or within thirty days of the employee or student having reasonable knowledge of the action. Charges should be in writing under oath or affirmation and contain such information as the person receiving the charge requires, including, but not limited to: the date, place and nature of the alleged grievance; the identity of the person or persons alleged to have committed such grievance (called the "respondent"); a concise statement of the alleged facts and circumstances upon which the grievance is based; and the identity of any witnesses or other persons known to the claimant having knowledge of the facts and circumstances. The AAO will make available an appropriate form for the filing of a charge. The charge should be accompanied by copies of any documents which the claimant believes are relevant.

3.02 If there is a reasonable explanation of why a claimant has failed to file a charge within the required time limit, the time limit may be waived by the person with whom the charge is filed.

3.03 A claimant with a charge identifying the AAO as a respondent may file such charge with the President. A claimant with a charge identifying the President as a respondent may file such charge with the Chairman of the Board. All other charges should be filed with the AAO.

3.04 Whenever a charge is filed, the person receiving the charge, or his or her delegatee, shall serve a notice of the charge (including the name of the claimant, date, place and nature of the alleged grievance) on the respondent within five days after receipt of the charge, and shall make, or cause to be made, an investigation of the charge. The respondent may, but is not required to, submit information in writing which will be made a part of the file and considered in the investigation.

3.05 If the person receiving the charge or the Board, in the case of a charge received by the Chairman of the Board, should determine after the investigation and conferring with the claimant (a) that there is not reasonable cause to believe that the charge is true, or (b) that the charge does not allege a grievance as defined in these Procedures, such person, or the Board, shall dismiss the charge and promptly serve written notice on the claimant and the respondent of such action. The determination whether to dismiss a charge shall be made as promptly as possible and, so far as practicable, not later than ten days from the filing of the charge.

3.06 If the person receiving the charge, or the Board, should determine after investigation and conferring with the claimant and the respondent that there is reasonable cause to believe that the charge is true and that the charge alleges a grievance as defined in these Procedures, such person or the Board, or the delegatee of such person or the Board, shall promptly endeavor to remedy the grievance by informal methods of conference, conciliation, and persuasion, and by seeking appropriate administrative or Board action, and shall promptly serve written notice on the claimant and the respondent of any such administrative or Board action which may result. So far as practicable, final disposition of all charges shall be made not later than twenty days from filing of the charge.

3.07 Whenever the person receiving a charge concludes on the basis of a preliminary investigation that prompt action is necessary to avoid violation of college policies of non-discrimination and equal opportunity, that person immediately may seek appropriate temporary or preliminary administrative or Board action pending final disposition of the charge.

3.08 If the person receiving the charge determines that it is appropriate to delegate any of the responsibility to investigate the charge imposed by sec. 3.05, such responsibilities shall be delegated only to persons who are then members of the Affirmative Action Committee (AAC), except that if the charge identifies as a respondent the AAO, the AAC, or the President, such delegation may be made to the Board of Trustees. If the charge identifies as a respondent a Trustee or the Board of Trustees, such charges may be referred to an appropriate governmental agency unaffiliated with the Board.

3.09 At least three days prior to taking any of the actions contemplated by secs. 3.05 or 3.06, the person receiving the charge shall submit the charges, investigation reports and summary of tentative proposed action to the AAC for its advisory recommendations. Where practicable, such person shall also meet and confer with the AAC prior to taking action. In any event, such person shall give due consideration to any recommendations received from the AAC prior to taking action. Such person shall also furnish a report to the AAC concerning any grievance resolved prior to action being taken, as well as a report of any action taken.

4.00 Appeal. A claimant or respondent who is dissatisfied with the outcome of the formal review procedure may file an appeal within five days after the date on which notice under sec. 3.05 or 3.06 is served. The AAO will make available an appropriate form for the filing of an appeal.

4.01 Appeals shall be in writing, shall state the grounds for the appeal, and shall be accompanied by copies of all documents which the appellant deems pertinent to the appeal. At the time of filing an appeal, the appellant shall also serve copies of the appeal and all attached documents on the person giving the notice, and on the appellee (who is the respondent in the case of an appeal by a complainant, and is the complainant in the case of an appeal by a respondent.)

4.02 The appeal from a notice given by the AAO shall be to the President. The appeal from a notice given by the President shall be to the Board. The appeal from a notice given by or on behalf of the Board shall be referred to an appropriate governmental agency unaffiliated with the Board.

4.03 Within five days after the date on which an appeal is filed, the person giving the notice and the appellee may file written replies to the appeal, accompanied by copies of all documents deemed pertinent to the appeal, with copies served on all other parties.

4.04 The party to whom the appeal is made shall decide the appeal on the basis of the grievance file and the papers submitted pursuant to sec. 4.01 and 4.03. The party deciding the appeal may also attempt to resolve the appeal by informal methods. If practicable, written notice of the decision on an appeal shall be served on all parties within ten days after the date on which the appeal is filed.

5.00 Affirmative Action Committee. The AAC shall perform the functions described in sections 3.08 and 3.09 of these Procedures.

5.01 The AAC shall consist of three representatives from the faculty, three representatives from the administration, and one representative from the student body--all appointed by the president. The composition of the AAC and the manner in which its members are selected are both subject to revision in accordance with the recommendations of the AAC in its forthcoming self-evaluation report.

5.02 By accepting membership on the AAC, each member stands committed to maintain confidentiality with respect to all evidence presented during the investigation or consideration of any grievance.

5.03 The AAC shall select a vice-chairperson each year from among its members to serve in the absence of the chairperson.

5.04 The AAC may act as a committee of the whole, or may organize itself into panels or subcommittees.

bg
12-16-76

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

#J-1

TO: Dr. George E. Cole
President

RE: AGENDA ITEM #F-1 - RIGHTS & RESPONSIBILITIES OF STUDENT TRUSTEE

Upon returning from vacation last week I found that Lorän Eatman and Laura Thompson had requested a meeting with me regarding the rights and responsibilities of the student trustee.

In essence, the student government was upset with me for expressing to Ms. Thompson prior to the executive session, that I had not shared with her a communication which I had sent to the rest of the Board and I also expressed an opinion that I would feel more comfortable if she would take it upon herself not to remain in executive session. You will recall that she stayed for part of the session, at which time she felt she would be more comfortable if she left.

A few years ago when we had our first student trustee elected, Donna Newman, the Board Chairman at that time, Catherine Perkins, and I talked with the student trustee and mutually agreed that there might occasionally occur executive sessions where it would probably be better if the student trustee were not included. We felt that some executive sessions might put the student trustee in an embarrassing situation and could conceivably compromise them in the classroom if requests were made of them by faculty about what had happened in executive session. This practice was continued through the next year with the next student trustee, Greg Rehner, and it is my recollection that on at least one occasion he chose not to remain in executive session. I do not recall any situation where Ty Simmons was excused from executive session. It was, however, my judgement that this had been an informal past practice and that the evaluative content of the discussion should remain as confidential as possible and was a legitimate subject for discussion in executive session.

I feel the motivation for these questions by the students can be traced to several causes. On a statewide basis there is an effort afoot by some of the college boards to help create and support legislation which will do away with the student trustee. The enclosed communication from the College of Lake County to all the community colleges in the State of Illinois reflects this effort. I am informed by the grapevine that Rend Lake College, for example, does not allow their student trustee to sit at the Board table and I feel that Sauk has been constructive and permissive in dealing with their student trustee.

Memo to: SVC Board of Trustees
January 5, 1977
Page #2

In my very cordial meeting with Loren and Laura, I shared with them the developing history of the student trustee at Sauk Valley College as well as copies of any opinions offered by the Board and actions taken by the Board for the past three years. I am enclosing these items for your information. After this general session I spent about half-an-hour to 45 minutes with Laura where I gave her a summarized version of what had happened in executive session, explaining that I had given the Board copies of confidential administrative evaluations and that as President I had been evaluated by the Board in an informal manner which culminated in my salary increase and extension of my contract.

I suggested that it might be sufficient for the Board to resolve that in the future they did not expect the student trustee to be excused from executive session; however, Eatman felt that this was certainly not sufficient and at that time I suggested that he express his opinions and allow me to distribute them to the Board and that I would place him on the Board agenda under "New Business" to discuss this further. His communications are attached.

In my private session with Ms. Thompson, I stressed with her the extreme importance of maintaining confidentiality in regard to the discussions that take place in the executive sessions. She feels that she is worthy of trust and understands more completely the moral obligations of the trustees to each other and to the college to be discrete in discussing the varieties of opinions that are often aired in executive sessions.

I have discussed these concerns at fairly great length with our attorney, Bob Castendyck, and hopefully the Board can discuss this at its next meeting and clarify some of the concerns that have been expressed. At this time I would be more than willing to share the communication from myself to the Board with Ms. Thompson, if the Board feels it is appropriate; however, I would still be reluctant to share the specific evaluations of administrators which were given to the other Board members at the last meeting.

GEC/bg
Enc.



COLLEGE OF LAKE COUNTY - 19351 W. WASHINGTON ST. - GRAYSLAKE, ILLINOIS 60030 - (312) 223-6601

On September 12, 1973, Governor Walker signed into law House Bill 1628 which provided for non-voting student representation on governing boards of public community colleges, colleges and universities in the State of Illinois. The Illinois Community College Trustees Association unsuccessfully opposed this legislation. The reasons for opposition to this law were stated in a December 6, 1975 position paper released by the Trustees Association. A copy of this paper is enclosed for your reference.

The Board of Trustees of the College of Lake County concurred with the Trustees Association in opposing this legislation prior to its enactment and has consistently taken the position that this act should be repealed. The Board of Trustees, at its October meeting, directed me to communicate with our state representatives and senators, requesting that legislation be introduced that would result in the elimination of this law. While this action has been taken unilaterally by the trustees of the College of Lake County, I am confident you would find that many community college boards support our position.

The board is opposed to this law in principle and is not directing its action personally toward non-voting student board members who have served or are serving on this or other community college boards. However, minimal interest has been expressed by students on this campus in the election of the non-voting student member of the board. The vote total has been very low and in one election, the student was elected by a write-in vote. Furthermore, the eligibility age for board membership has been lowered to eighteen. Now, virtually every student in a community college is eligible for regular board membership.

In short, for the above reasons and those stated in the enclosed position paper, we feel that provision for a non-voting member of the board of trustees is unnecessary.

Sincerely,

RICHARD ERZEN
President

RE:BIM
Encl.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

M: Loran K. Eatman
President Associated Students' Board
Laura Thompson
Student Member Board of Trustees

RE: RIGHTS AND RESPONSIBILITIES OF STUDENT TRUSTEE MEMBER

We the student government of Sauk Valley College feel that the rights of Laura Thompson as a member of the Board of Trustees were blatantly violated at the Board meeting held December 20, 1976. Information was illegally withheld from her by the Board Chairman, Ron Coplan, and Dr. Cole, President of Sauk Valley College. In addition to these violations, we feel that she was wrongfully asked to leave the meeting by Dr. Cole. However, there was no Board action requiring Laura to leave the meeting. If such action would have been taken it would have been held illegal and dealt with accordingly.

We demand that all correspondence withheld from Ms. Thompson be forwarded to her. Also, we request that she be briefed on the events of the executive session of the December 20th meeting by the Board Chairman, Mr. Coplan. In addition, we feel that Mr. Coplan and Dr. Cole should be reprimanded for their illegal actions and intentions.

We are not only concerned with this situation at present, but with guaranteeing that these illegal actions are not permitted in the future. It is our opinion that our demands are only an attempt to uphold the laws of the State of Illinois.

LKE/bg
Enc.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 4, 1977

MORANDUM

✓ Dr. George E. Cole

M: Loran K. Eatman
President ASB

This memo is in reference to the incident that occurred at the December 20, 1975 Board of Trustees meeting.

As a result of this situation, we request that we be put on the agenda for the January 10, 1977 meeting. We would like to be placed under "New Business", as "The Rights and Responsibilities of the Student Member of the Board of Trustees."

LKE/bg

c.c. Laura Thompson

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

M: Loran Eatman
President Associated Students' Board

In reference to the November 19, 1975 revised statement of the proposed policy governing the rights and responsibilities of the elected Student Trustee Member, we feel that Mr. Castendyck's additional statement, "That a regularly elected member of the Board of Trustees concur with the student representative in making a motion", is in violation of the student member's rights.

Our proposed policy, which is attached, deletes this statement. It is our position that if this is left as a part of the policy we will hold it illegal and pursue to test the case in court. We feel that this point can be cleared up along with the additional changes that we have proposed.

LKE/bg
Enc.

SAUK VALLEY COLLEGE

PROPOSED POLICIES GOVERNING RIGHTS AND
RESPONSIBILITIES OF ELECTED STUDENT TRUSTEE MEMBER

It shall be the policy of Sauk Valley College Board of Trustees to conform with the opinion offered by the Attorney General of the State of Illinois and allow:

"That the non-voting student member of the Illinois Community College Board has the right to attend any and all executive sessions of the Board, to make and second motions, and to be reimbursed for any actual and necessary expenses while engaged in his duties. It is my further opinion that he is required to subscribe to an oath of office under section 2-8 of the Public Community College Act, and that he is not required to file a statement of economic interest under the Illinois Governmental Ethics Act."

Based on the recent issues pertaining to these rights, we feel the above should be followed with the statements below:

"That the non-voting member of the Board of Trustees have a recorded vote only to be used as a record for reference. This member also has the right to receive all written correspondence which deals with regular meeting and special or executive meetings."

LKE/bg
Enc.

6-3
June 5, 1974

MEMORANDUM

TO: SVC Board of Trustees
FROM: Dr. George E. Cole
President
RE: AGENDA ITEM #E3 - RIGHTS OF STUDENT TRUSTEE MEMBER

There have been questions from the Associated Student Government at Sauk Valley College concerning the rights of the Student Trustee member in light of recent rulings by the Attorney General.

I have written a letter to our Student Trustee member, Mrs. Donna Newman, articulating our position. If the Board feels it appropriate they may want the college attorney to spell out more completely the Board of Trustees' position.

The opinion of the President has been expressed in the communication to Mrs. Newman, which is attached.

GEC/bg
Enc.

May 22, 1974

Mrs. Donna Newman
R.R. #1
Tampico, IL. 61283

Dear Donna:

Pursuant to your question raised in the Board of Trustees' meeting of Monday, May 20, 1974, concerning the rights of the Student Trustee, our Board has taken the position that we are very happy that the students have been able to conduct an election and select a Student Trustee.

Our Board has permitted the Student Trustee to have all the rights and privileges of a Trustee with the exception of the right to make a motion and to vote on motions. If I remember correctly, Catherine Perkins and I indicated that you could attend executive sessions except in those situations where you might feel that the content to be discussed in executive session might cause you embarrassment or difficulty. The decision about attending executive sessions was to be primarily yours.

I am aware of the recent Attorney General's opinion and I am also aware that many community college Boards are testing this opinion. I feel it would be most appropriate for the Student Trustee to continue with the rights that have been given to her by our Board until such a time as this issue is clarified.

I am providing our Chairman of the Board and Board Attorney with a copy of this communication and if you have any further questions I feel it would be most appropriate if you would raise them at our next Board meeting.

Sincerely,

George E. Cole
President

GEC/bg

c.c. Ronald Coplan
Robert Castendyck

RECEIVED NOV 6 1975

LAW OFFICES

WARD, WARD, CASTENDYCK, MURRAY & PACE

INRY M. WARD
W. CASTENDYCK
ILIP H. WARD, JR.
VID E. MURRAY
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BERT E. BRANSON
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OF COUNSEL

October 27, 1975

202 EAST FIFTH STREET
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TELEPHONE 815-625-8200

335 WASHINGTON STREET
PROPHETSTOWN, ILLINOIS 61277
TELEPHONE 815-537-2361

MAILING ADDRESS
P.O. BOX 400
STERLING, ILLINOIS 61081

Mr. Ronald Coplan, Chairman
Board of Trustees of
Sauk Valley College
Route # 1
Dixon, IL 61021

Dear Mr. Coplan:

At the last meeting of the Board of Trustees of Sauk Valley College you instructed me to determine whether or not the Student Member of the Board has the right to make or second motions. In my opinion, he does have such a right.

To the best of my knowledge, no Court has ruled on this question, but Opinion No. S-733, dated April 17, 1974, by the Attorney General of the State of Illinois, William J. Scott, is to the effect that the non-voting Student Member of the Illinois Community College Board had such a right. He concluded that to deny a Student Board Member the right to make a motion or second a motion would technically strip him of the opportunity to bring new business to the attention of the Board and this would not be in keeping with the legislative intent.

While I concur with the Attorney General's reasoning and recommend that the Student Board Member be allowed to make and second motions, I would suggest that in such instances, a voting Member be requested by the Chair to join in the action. The Secretary could show that Student Board Member So-and-So presented a motion, which motion was also presented by Member So-and-So, or that Student Board Member So-and-So seconded a motion, which motion was also seconded by Member So-and-So. In the absence of a Court ruling, this procedure would be a form of insurance and could help avoid a question as to the legality of Board action.

I am confident that no one on the Board of Trustees, including the Student Member, wishes to have action taken on an important matter which might be challenged on a technicality. After the Student Board Member has made a motion, if there is no other Member willing to concur in the action, the motion is obviously going to fail anyway. My suggestion permits the Student Board Member the opportunity to introduce new matter and at the same time affords the Board a measure of protection.

Respectfully submitted,

Robert W. Castendyck

RWC/b

DATE November 5, 1975

ORANDUM

F-1

SVC Board of Trustees

Dr. George E. Cole
PresidentRE: AGENDA ITEM #F-1 - DRAFT OF POLICY GOVERNING RIGHTS AND
RESPONSIBILITIES OF ELECTED STUDENT TRUSTEE

Following is a draft of a proposed policy governing the rights and responsibilities of the elected student trustee member.

DRAFTDRAFTDRAFT

It shall be the policy of the Sauk Valley College Board of Trustees to conform with the opinion offered by the Attorney General of the State of Illinois and allow "that the non-voting student member of the Illinois Community College Board has the right to attend any and all executive sessions of the Board, to make and second motions, and to be reimbursed for any actual and necessary expenses while engaged in his duties, including travel expenses to the Board meetings and other activities attended by Board members. It is my further opinion that he is required to subscribe to an oath of office under section 2-8 of the Public Community College Act, and that he is not required to file a statement of economic interest under the Illinois Governmental Ethics Act."

Based on the opinion of Mr. Castendyck, Sauk Valley College Board attorney, the above will be followed with the statement below:

"That a regularly elected member of the Board of Trustees concur with the student representative in making a motion."

GEC/bg

RECEIVED OCT 23 1975

LAW OFFICES

WARD, WARD, CASTENDYCK, MURRAY & PACE

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R. W. CASTENDYCK
PHILIP H. WARD, JR.
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October 28, 1975

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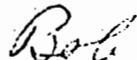
Dr. George Cole, President
Sauk Valley College
Route # 1
Dixon, IL 61021

Dear George:

Enclosed please find a copy of Opinion #S-733 issued by William J. Scott, Attorney General of the State of Illinois on April 17, 1974. This is addressed to Fred Wellman and is in response to certain questions propounded concerning the role and responsibilities of the non-voting Student Member of the Illinois Community College Board. It is also applicable to non-voting members of the Boards of other educational institutions. Should you have any question with reference to this, don't hesitate to let me know.

I talked with Ralph Miller concerning the report received from Raths, Raths and Johnson. He saw no reason why this should not be put on the agenda. A copy of the report is being sent to him and I believe he may contact the individuals concerned with the idea that he might possibly wish to use them in connection with the trial.

Sincerely yours,



RWC/b
encls.

From
William J. Scott
Attorney General
State of Illinois

(No. S-733 — April 17, 1974)

SCHOOLS AND SCHOOL DISTRICTS: Colleges and Universities — Rights and privileges of a student member of Ill no's Community College Board

Mr. Fred L. Wellman, Executive Secretary, Illinois Community College Board, Springfield:

I have your letter wherein you state:

"The Illinois Community College Board has implemented Public Act 78-822 (formerly HB-1628) to add a non-voting student member elected by the recognized advisory committee of students (known as the Organization of Community College Students of Illinois) to the Illinois Community College Board (formerly known as the Illinois Junior College Board). A student has been selected by OCCS as the non-voting student member and was seated at the last meeting of the Illinois Community College Board on December 14, 1973.

We understand that the non-voting student member is not to be considered a member for the purpose of determining a quorum at any meeting of such Board nor has the right to vote. However, we have several questions regarding the role and responsibilities of the non-voting student member of the Illinois Community College Board as follows:

1. Does the Illinois Community College Board non-voting student member have the right or privilege to attend any or all executive sessions of the Illinois Community College Board?
2. Does the ICCB non-voting student member have the right or privilege to make or second motions?
3. Can the ICCB pay for the travel expenses for the ICCB non-voting student member to the Illinois Community College Board meetings and any other activities of the Illinois Community College Board?
4. Does the ICCB non-voting student member have all other rights and privileges of a regular voting member of the Illinois Community College Board except the right of voting and for the purpose of determining a quorum at any meeting of the Board?
5. Should the non-voting ICCB student member take the Oath of Office and fill out the Conflict of Interest Forms?"

In response to your first question, it is my opinion that the student member has the right to attend all executive sessions of the Illinois Community College Board. The student member was added to the Illinois Community College Board pursuant to "AN ACT to provide for non-voting student representation on various governing boards of public junior colleges, colleges and universities in the State by amending certain Acts therein", Public Act 78-822, which amended sections 2-1 and 2-3 of the Public Community College Act. Ill. Rev. Stat. 1973, ch. 122, pars. 102-1 and 102-3.

The amendment increased the number of members of the Board from nine to ten under section 2-1 by adding a non-voting student member selected by the advisory committee of students of the Illinois Community College Board, specified a term of office of one year for such student member under section 2-1, and stated that the non-voting student member would not be considered a member for the purpose of determining a quorum under section 2-3.

Webster's Third International Dictionary defines the term "member" as "one of the individuals composing a society, community, association or other group as * * * a person who has been admitted, usually formally,

to the responsibilities and privileges of some association or joint enterprise. (example: 'a member of a school's governing board'). It thus appears that it is the intention of the legislature to install a student as a full member of the Board, serving a specified term, and endowed with all the rights and privileges of other members of the Board, with the stated exceptions that he cannot vote, and his presence at a meeting cannot be included in determining a quorum. Certainly, one of the basic rights of all members of the Board is the right to attend executive sessions, and to deny the student member that right is to ignore his status, defined by statute, as a member of the ten-member board.

The fact that he cannot be counted as a member for purposes of establishing a quorum does not mean that he is not therefore entitled to be present. A quorum is defined as such a number of the members of any body, which, when duly assembled, is *legally competent to transact business*. 59 Am. Jur. 2d, Parliamentary Law, §6.

A board cannot act unless it has a legally constituted quorum. Since the student member cannot vote, he cannot legally transact business, and the limitation of his status for purposes of establishing a quorum is perfectly consistent. However, the student member is still a member, and still has the privilege of attending meetings regardless of whether the quorum requirement is met. Section 2-3 of the Public Community College Act requires that " * * * notice of the time, purpose, and place of any special meeting shall be given to each member in writing at least 5 days before the date fixed for such meeting." This section applies equally to student and non-student members.

The answer to your second question is in the affirmative. A motion is defined as "the formal mode in which a member submits a suggestion or a proposed measure or resolve for the consideration and action of the meeting which, if adopted, becomes the resolution, vote, or order of the body", (67 C.J.S., Parliamentary Law, §5), or "a proposal or suggestion looking to action in a deliberative assembly." (DeLeuw, Cather, and Co. v. City of Joliet, 327 Ill. App. 457.) Roberts Rules of Order, Seventh Edition, page 22, in discussing motions, states:

"Business is brought before an assembly by the *motion* of a member. A motion may itself bring its subject to the assembly's attention, or the motion may follow upon the presentation of a report or other communication.

A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. The proposed action may be of a substantive nature, or it may consist in expressing a certain view, or directing that a particular investigation be conducted and the findings reported to the assembly for possible further action, or the like." (Emphasis added.)

Webster's Third New International Dictionary defines "second" as "to support or assist (a speaker or a cause) in contention or debate; to endorse (a motion or a nomination) so that it might be debated or voted on under parliamentary procedure." Seconding a motion means that the seconder agrees that the motion should come before the meeting, and not that he necessarily favors it.

It would thus appear that the only way to bring new business before a Board, following established rules of order, is to make a motion. To hold that the student member would be unable to make motions of any kind would be to strip him of the opportunity to bring new business to the attention of the Board; subjects not as yet raised by other members of the Board.

He would thus be restricted to speaking only on such subjects properly raised on motions by other members. Indeed, if he were to address a subject not brought up by a motion, he would be subject to a "point of

order" under parliamentary rules. This situation would not be in keeping with the legislative intent to affectuate "student representation" on the Board.

The answer to your third question is in the affirmative. Section 2-5 of the Public Community College Act (Ill. Rev. Stat. 1973, ch. 122, par. 102-5) requires reimbursement for the member's "actual and necessary expenses while engaged in the performance of their duties." "Travel expenses" would be such actual and necessary expenses as to require reimbursement.

With regard to your fourth question, there may or may not be other "rights and privileges" that extend to the student member as a necessary result of the express limitations placed on his power to vote, or because of some other limitation contained in the amendment. However, I cannot answer your present question without reference to a specific factual situation upon which to base an opinion. In the future, you may wish to submit further opinion requests based on specific problems as they arise.

In response to your fifth question, it is my opinion that the student member must take the oath of office, as required by section 2-8 of the Public Community College Act. It is also my opinion that the student member is not required to file a written statement of economic interest under section 4A-101 of the Illinois Governmental Ethics Act. (Ill. Rev. Stat. 1973, ch. 127, par. 604A-101.) The student member does not fall within any of the categories enumerated in section 4A-101. In particular, he is not a "member of a Board or Commission created by the Illinois Constitution" under subsection (c) of section 4A-101, nor is he a person "whose appointment to office is subject to confirmation by the senate" under subsection (d).

In summation, it is my opinion that the non-voting student member of the Illinois Community College Board has the right to attend any and all executive sessions of the Board, to make and second motions, and to be reimbursed for any actual and necessary expenses while engaged in his duties, including travel expenses to the Board meetings and other activities attended by Board members. It is my further opinion that he is required to subscribe to an oath of office under section 2-8 of the Public Community College Act, and that he is not required to file a statement of economic interest under the Illinois Governmental Ethics Act.

BAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 19, 1975

GRAMDUM

SVC Board of Trustees

D-6

Dr. George E. Cole
President

RE: AGENDA ITEM #D-6 - APPROVAL OF POLICY ON RIGHTS
OF STUDENT TRUSTEE MEMBER

Attached is a revised statement of the proposed policy governing
the rights and responsibilities of the elected Student Trustee
Member.

It should be noted that we deleted that section of Attorney
General Scott's opinion which dealt with travel expenses to the
Board meetings.

Hopefully all members will be able to either offer criticisms of
this proposed policy or agree with its present statement so that
we might have a final policy statement ready for approval at the
close of our next Board meeting.

GEC/bg
Enc.

DRAFT

DRAFT

DRAFT

PROPOSED POLICY GOVERNING RIGHTS AND RESPONSIBILITIES OF ELECTED STUDENT TRUSTEE MEMBER

It shall be the policy of the Sauk Valley College Board of Trustees to conform with the opinion offered by the Attorney General of the State of Illinois and allow:

"that the non-voting student member of the Illinois Community College Board has the right to attend any and all executive sessions of the Board, to make and second motions, and to be reimbursed for any actual and necessary expenses while engaged in his duties. It is my further opinion that he is required to subscribe to an oath of office under section 2-8 of the Public Community College Act, and that he is not required to file a statement of economic interest under the Illinois Governmental Ethics Act."

Based on the opinion of Mr. Castendyck, Sauk Valley College Board Attorney, the above will be followed with the statement below:

"That a regularly elected member of the Board of Trustees concur with the student representative in making a motion."

11-19-75

bg

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 10, 1977

MORANDUM

President Cole

#G-2

cc: Harriet

Enrollment Report

	<u>Students</u>	<u>Hours</u>
1/5/76	1963	20,097
1/12/76 - 1st day of classes	2568	24,490
1/26/76 - end of late registration	3035	26,289
1/10/77	1578	15,986

HH/bt

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 5, 1977

MORANDUM

SVC Board of Trustees

#G-5

Mr. Dr. George E. Cole
President

RE: AGENDA ITEM #G-5 - 1977-78 BUDGET PLANNING

Following our budget workshop on December 20, the administration has continued to discuss various ways of decreasing projected expenditures for the 1977-78 year as well as making efforts to reduce expenditures for the remainder of this year.

We are considering a wide variety of alternatives including such things as shortening the summer schedule calendar and perhaps closing the building down for a period of time over the Christmas holidays and perhaps for a one-month period in the summer. In addition to this, we are examining the possibility of shortening the length of non-faculty staff contracts and the selective pruning of the schedule which reflects more realistically the enrollment patterns of the institution. If we reduce the scheduled offerings, we will, of course, reduce the need for both full-time and part-time staff in the instructional area.

In all of my meetings I have stressed with the administrators that at the present time these are only possible courses of action and that only after they are totally analyzed will they be given to the Board in the form of a recommendation, and only after the Board formally acts on them will they be implemented.

Understandably, the area of discussion which has generated the most concern and reaction on the part of faculty deals with schedule modifications and possible staff reductions. The various instructional deans are scheduling meetings for the weeks of January 10 through the 14th and the 17th through the 21st with all the instructional departments. The contract requires that these meetings be held even before this issue is discussed at the Board level. The contract also requires that all tenured staff be notified by January 15 of the institution's intent to rehire them. Letters will be mailed to tenured staff no later than January 14th. However, in those departments where staff retrenchment is being considered, a qualifying paragraph will be added to the letter of intent indicating that no definite decision will be made about staff retrenchment until February 1, which is the final date permitted to notify tenured staff, according to the labor contract.

Memo to: SVC Board of Trustees
January 5, 1977
Page #2

Looking ahead I would suggest that we decide at our second Board meeting in January (January 24) whether or not the Board wants to seriously consider staff retrenchment. If in that meeting it is decided that it is in the best interest of the institution to discuss this issue further, I would suggest that we have a special Board meeting on Monday, January 31, with the primary concern being budget reductions with special emphasis being placed upon staff reductions. This will give us sufficient time to consider the background information and also allow us to make a decision, if necessary, by the deadline date of February 1.

I have tried to underline in all of my communications that the idea of staff retrenchment is only a possible alternative and that at the present time there is no definite plans; however, on the basis of past experiences I would assume that by this time the "rumor mill" is already "grinding-out" ominous unwarranted conclusions.

GEC/bg